



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Toxics Use Reduction Program
**TU 01, 02, 03, 04 – TUR Planner Recertification
Permit Fact Sheet**

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Introduction

DEP *Permit Applications*, as well as *Instructions & Supporting Materials*, are available for download from the DEP Web site at mass.gov/dep in two file formats: Microsoft Word™ and Adobe Acrobat PDF™. Either format allows documents to be printed.

Instructions & Supporting Materials files in Microsoft Word™ format contain a series of documents that provide guidance on how to prepare a permit application. Although we recommend that you print out the entire package, you may choose to print specific documents by selecting the appropriate page numbers for printing.

Permit Applications in Microsoft Word™ format must be downloaded separately. Users with Microsoft Word™ 97 or later may complete these forms electronically.

Permitting packages in Adobe Acrobat PDF™ format combine *Permit Applications* and *Instructions & Supporting Materials* in a single document. Adobe Acrobat PDF™ files may only be viewed and printed without alteration. *Permit Applications* in this format may not be completed electronically.



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Toxics Use Reduction Planners ("**TUR Planners**") are currently certified, pursuant to 310 CMR 50.00 as General Practice ("GP") or Limited Practice ("LP") for a period of two (2) years, beginning as of the date of the letter each TUR Planner receives from the Department upon certification as a GP or LP (i.e. "**Initial Certification Period**").

I. Re-certification

Prior to the expiration of his or her Initial Certification Period, every TUR Planner seeking to continue practicing as a Limited or General Practice Planner must apply to the Department for "re-certification" for a period of two (2) years (this is known as the TUR Planner's "First Recertification Period"). Prior to the expiration of this First Re-certification Period, every TUR Planner seeking to remain certified (and thus enter his or her "Second Re-certification Period") must again apply to the Department for re-certification. This process remains the same for third, fourth and subsequent re-certification periods. Failure to follow this procedure will result in an expiration of the TUR Planner's certification to sign any plan certification statement (signing such a statement without being currently certified is a violation of regulations and may subject the TUR Planner to disciplinary proceedings, possibly resulting in the loss of his or her certification).¹ Upon timely submittal of an application for recertification, the applicant will remain certified as a GP or LP TUR Planner until the Department reaches a final decision on the TUR Planner's application and notifies the applicant.

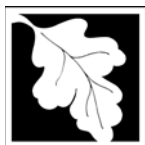
II. Re-certification Fees and Credit Requirements

A TUR Planner seeking re-certification must apply for recertification using a "TUR Planner Re-certification Application" provided by the Department and contained in this package. The application must be completed and signed, and returned to the Department prior to the expiration of the applicant's Initial Certification Period or current Re-certification Period. The appropriate fee must also be submitted to, and accepted by, the Department prior to the Department's review of the TUR Planner Re-certification Application.

- Fees for a TUR Planner's *FIRST RE-CERTIFICATION PERIOD* are One Hundred Dollars (\$100.00) for Limited Practice Re-certification and Five Hundred Dollars (\$500.00) for General Practice Re-certification.
- Fees for a TUR Planner's *SECOND, THIRD, AND SUBSEQUENT RECERTIFICATION PERIODS* are Seventy Five Dollars (\$75.00) for Limited Practice Re-certification and Two Hundred and Fifty Dollars (\$250.00) for General Practice Re-certification.

It is the responsibility of the applicant to include with the TUR Planner Re-certification Application all the documentation necessary to support the applicant's request for re-certification. This includes, but is not limited to, documentation which describes in detail the courses, seminars, or other educational or professional programs or activities (collectively referred to as "**Recertification Activities**") for which the applicant is seeking credit. Also, where applicable, verification of the applicant's attendance at these Re-certification Activities (such as a copy of the sign-up sheet or a certificate of completion), and the number of hours (or 1/2 hours) the applicant spent in each re-certification activity. All TUR Planner Re-certification Applications must include documentation supporting the appropriate number of re-certification credits that the applicant is seeking (as explained below). All applicants, as part of the re-certification application requirement will be required to sign an oath testifying to an honest and good faith effort to supply truthful information

¹ A TUR Planner's failure to recertify prior to the expiration of his or her Initial Certification Period (or Recertification Period) will result in the expiration of his or her certification, unless the Department extends the TUR Planner's Certification Period pursuant to section 50.58(4)(d) of the Regulations, which states that "[I]f the Department disapproves a course, seminar, or other educational or professional program, the Department may, at its discretion, extend a TUR Planner's certification so that the TUR Planner may attend other courses, seminars or programs."



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III. Re-certification Credits

In order to be re-certified, a TUR Planner must, DURING his/her Initial Certification Period or First, Second, Third, or subsequent Re-certifications Periods, complete 30, 24 or 20 credits of Re-certification Activities, *depending upon the TUR Planner's certification status, defined as follows:*

For LIMITED PRACTICE TUR PLANNERS seeking to re-certify for their FIRST RE-CERTIFICATION PERIODS, the credit requirement is 24 credits in approved re-certification activities.

For LIMITED PRACTICE TUR PLANNERS seeking to re-certify for their SECOND, THIRD or SUBSEQUENT RE-CERTIFICATION PERIODS, the credit requirement is 20 credits of approved re-certification activities.

For GENERAL PRACTICE TUR PLANNERS seeking to re-certify for their FIRST RE-CERTIFICATION PERIOD, the credit requirement is still 30 credits of approved re-certification activities.

For GENERAL PRACTICE TUR PLANNERS seeking to re-certify for their SECOND, THIRD or SUBSEQUENT RE-CERTIFICATION PERIODS, the credit requirement is 24 credits of approved re-certification activities. See the chart below.

Certification Type	Limited Practice	General Practice
First Re-Certification	24 Credits	30 Credits
Second, Third, Etc. Re-Certification	20 Credits	24 Credits

In order to be approved for re-certification credits, re-certification activities must fall into, and abide by, the following categories:

1. Toxics use reduction activities² ("toxic use reduction activities" shall not include the Toxics Use Reduction Planner Course offered by the Massachusetts Toxics Use Reduction Institute when taken by a TUR Planner as a requirement for certification or the development of a Toxic Use Reduction Plan.); or
2. Other environmental laws or regulations, or laws or regulations pertaining to worker health or safety, except that such education may not count for more than four (4) credits during any 2-year period; or
3. Professional activities related to TUR, including but not limited to presenting or publishing papers, teaching, participation in professional or trade associations. These activities may at the discretion of the Department, count for no more than four (4) credits during any 2-year period. Participation in advisory committees for governmental agencies may not count for more than eight (8) credits during any 2-year period.

² "Toxic use reduction activities" include, but are not limited to, activities in which an individual uses the skills or knowledge necessary to conduct the analyses set forth in section 50.51(2) of the Regulations or activities in which the individual uses the skills or knowledge necessary to evaluate whether the analyses set forth in section 50.51(2) were conducted in accordance with regulatory requirements for developing a toxics use reduction plan. The analyses set forth in section 50.51(2) are as follows:
(a) analysis of toxic chemical use, byproduct generation, and emissions in a process or method of producing a product or service, including whether a process flow diagram reflects actual facility operations;
(b) analysis of the technical and economic feasibility and potential impacts of a change to an existing process or method of producing a product or service;
(c) analysis of the potential effects on the facility's operation, function, and business activities due to a change to an existing process or method of producing a product or service;
(d) analysis of the potential effects on worker health and safety at the facility due to a change to an existing process or method of producing a product or service;
(e) analysis of the potential effects on toxic chemical use, byproduct generation and emissions to all environmental media due to a change to an existing process or method of producing a product or service;
(f) analysis of the potential effects of a change to an existing process or method of producing a product or service on compliance with other applicable laws and regulations; and
(g) evaluation of whether a potential change to an existing process or method of producing a product or service constitutes toxics use reduction."



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IV Double Credits

Programs or topics that are “especially relevant or important to the responsibilities of TUR Planners,” as approved by the Department may be counted up to a maximum of 2 credits per course hour (“double credit”).

V. Mentoring and Special Products:

The Department in conjunction with the Toxic Use Reduction Institute will give re-certification credit for mentoring (or being mentored), “special projects” and “pro-bono” work with communities.

1. In each case the applicant will be required to submit a proposal to the Department for review and approval.
2. DEP will evaluate the proposals and will award credits on a case-by-case basis. The applicant will be required to produce a tangible product at the end of the assignment, such as a paper or presentation

VI. Increased credits for Advisory Committees

The Department will increase the 4 credit limit for participation on government advisory committees referred to in 310 CMR50.58 (3), to 8 credits.

VII. List of Possible Sponsors of Re-certification Activities

The Department has compiled a list of courses and activities previously attended by TUR Planners. These courses and activities have been approved for TUR Planner re-certification credit. Any TUR Planner attending one or more of these courses or seminars must still submit a Pre-Approval Form (see Section VIII. of this fact sheet) to receive re-certification credit. A TUR Planner may be fairly assured that credit will be given since credit was given in the past for TUR Planner attendance at the same course or seminars.

The following is a list of possible sponsors of re-certification activities:

- Massachusetts Toxics Use Reduction Institute at UMass, Lowell (call 1-978-934-3275)
- Massachusetts Office of Technical Assistance (call 1-617-626-1060)
- Massachusetts Department of Environmental Protection (call 1-617-574-6820)

V. Re-certification Determination Criteria

1. Courses “approved by the Department” for the purposes of re-certification include courses, seminars, or any other educational or professional programs relating to TUR sponsored by the Department, the Office of Technical Assistance, the Toxics Use Reduction Institute, the U.S. Environmental Protection Agency, or other state or federal pollution prevention agencies. Any applicant who has questions regarding the applicability of an activity for re-certification purposes may receive a written credit determination. This can be done by submitting a completed “*Form for Credit Pre-Approval of Re-certification Activities*” to: Department of Environmental Protection, TUR Planner Certification Program, 8th Floor, One Winter Street, Boston, MA 02108. This form is included in the TUR Planner Re-certification Application located at <http://www.mass.gov/dep/bwp/dhm/tura/turforms.htm> The Department may approve or disapprove these activities and assign credits at its discretion.
2. Generally, one (1) hour spent in a Re-certification Activity equals one (1) re-certification credit. The Department may, at its discretion, specify that one hour of time spent in a specific Re-certification Activity shall equal more than one credit. A specific Re-certification Activity can count up to two (2) credits, if the Department determines that a particular course, seminar, or other program, or a particular subject, is especially relevant or important to the responsibilities of TUR Planners.



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3. If the Department does not approve a Re-certification Activity upon submission of a TUR Planner Re-certification Application, the Department may, at its discretion, extend a TUR Planner's Certification Period. The affected TUR Planner may remain certified while attending another activity to be used for re-certification purposes, in place of the disapproved activity.
4. Topics in pollution treatment or control DO NOT count toward the coursework required under "toxics use reduction activities" (as discussed in 1. of section III.), but may be eligible for credit under "other environmental laws or regulations, or laws or regulations pertaining to worker health or safety" (as stated in 2. of section III.).
5. The Department reserves the right to deny re-certification to any TUR Planner found by the Department to be negligent, fraudulent or misrepresentative, or unethical in connection with the duties and responsibilities as set forth in the Regulations.

VI. Denial of Re-certification

1. Following a review of a TUR Planner Re-certification Application, the Department shall issue a written decision granting or denying re-certification. Re-certification shall be granted for a two (2) year period beginning as of the date of the written decision granting re-certification. A decision denying re-certification will state the grounds for such denial and, if applicable, specify conditions that the applicant must fulfill in order to be re-certified.
2. A TUR Planner whose re-certification application is denied may request an adjudicatory hearing in accordance with M.G.L. c. 30A and 310 CMR 50.60.

VII. Completed Applications/Fees/Questions

1. Please mail the application fee (check) along with a copy of the transmittal form to:

Department of Environmental Protection
P.O. Box 4062
Boston, Massachusetts 02211

2. Please send completed TUR Planner Re-certification Applications along with a copy of the transmittal form to:

Department of Environmental Protection
TUR Planner Certification Program
1 Winter Street
Boston, MA 02108

3. Please contact the TUR Planner Certification Program at (617) 574-6820 with any questions you may have concerning re-certification.



Massachusetts Department of Environmental Protection

Addresses and Phone Numbers

DEP Boston
One Winter Street
Boston, MA 02108
Telephone: (617) 292-5500
Fax: (617) 556-1049
TDD: (617) 574-6868

William X. Wall Experiment Station
37 Shattuck Street
Lawrence, MA 01843
Fax: (978) 688-0352
Division of Environmental Analysis
Telephone: (978) 682-5237
Air Quality Surveillance
Telephone: (978) 975-1138

Office of Watershed
Management
627 Main Street
Worcester, MA 01608
Telephone: (508) 792-7470
Fax: (508) 839-3469

DEP Western Region
436 Dwight Street
Suite 402
Springfield, MA 01103
Phone: (413) 784-1100
Fax: (413) 784-1149



Adams
Agawam
Alford
Amherst
Ashfield
Becket
Belchertown
Bernardston
Blandford
Brimfield
Buckland
Charlemont
Cheshire
Chester
Chesterfield
Chicopee
Clarksburg

Colrain
Conway
Cummington
Dalton
Deerfield
Easthampton
East Longmeadow
Egremont
Erving
Florida
Gill
Goshen
Granby
Granville
Great Barrington
Greenfield
Hadley

Hampden
Hancock
Hatfield
Hawley
Heath
Hinsdale
Holland
Holyoke
Huntington
Lanesborough
Lee
Lenox
Leverett
Leyden
Longmeadow
Ludlow
Middlefield

Monroe
Montague
Monterey
Montgomery
Monson
Mount Washington
New Ashford
New Marlborough
New Salem
North Adams
Northampton
Northfield
Northfield
Orange
Otis
Palmer
Pelham
Peru

Pittsfield
Plainfield
Richmond
Rowe
Russell
Sandisfield
Savoy
Sheffield
Shelburne
Shutesbury
Southampton
South Hadley
Southwick
Springfield
Stockbridge
Sunderland
Tolland

Tyringham
Wales
Ware
Warwick
Washington
Wendell
Westfield
Westhampton
West Springfield
West Stockbridge
Whately
Wilbraham
Williamstown
Windsor
Worthington

DEP Central Region
627 Main Street
Worcester, MA 01608
Phone: (508) 792-7650
Fax: (508) 792-7621
TDD: (508) 767-2788



Acton
Ashburnham
Ashby
Athol
Auburn
Ayer
Barre
Bellingham
Berlin
Blackstone
Bolton
Boxborough
Boylston
Brookfield

Charlton
Clinton
Douglas
Dudley
Dunstable
East Brookfield
Fitchburg
Gardner
Grafton
Groton
Harvard
Hardwick
Holden
Hopedale

Hopkinton
Hubbardston
Hudson
Holliston
Lancaster
Leicester
Leominster
Littleton
Lunenburg
Marlborough
Maynard
Medway
Mendon
Milford

Millbury
Millville
New Braintree
Northborough
Northbridge
North Brookfield
Oakham
Oxford
Paxton
Pepperell
Petersham
Phillipston
Princeton
Royalston

Rutland
Shirley
Shrewsbury
Southborough
Southbridge
Spencer
Sterling
Stow
Sturbridge
Sutton
Templeton
Townsend
Tyngsborough
Upton

Uxbridge
Warren
Webster
Westborough
West Boylston
West Brookfield
Westford
Westminster
Winchendon
Worcester

DEP Southeast Region
20 Riverside Drive
Lakeville, MA 02347
Phone: (508) 946-2700
Fax: (508) 947-6557
TDD: (508) 946-2795



Abington
Acushnet
Attleboro
Avon
Barnstable
Berkley
Bourne
Brewster
Bridgewater
Brockton
Carver
Chatham
Chilmark

Dartmouth
Dennis
Dighton
Duxbury
Eastham
East Bridgewater
Easton
Edgartown
Fairhaven
Fall River
Falmouth
Foxborough
Franklin

Freetown
Gay Head
Gosnold
Halifax
Hanover
Hanson
Harwich
Kingston
Lakeville
Mansfield
Marion
Marshfield
Mashpee

Mattapoisett
Middleborough
Nantucket
New Bedford
North Attleborough
Norton
Norwell
Oak Bluffs
Orleans
Pembroke
Plainville
Plymouth
Plympton

Provincetown
Raynham
Rehoboth
Rochester
Rockland
Sandwich
Scituate
Seekonk
Sharon
Somerset
Stoughton
Swansea
Taunton

Tisbury
Truro
Wareham
Wellfleet
West Bridgewater
Westport
West Tisbury
Whitman
Wrentham
Yarmouth

DEP Northeast Region
One Winter Street
Boston, MA 02108
Phone: (617) 654-6500



Amesbury
Andover
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Ashland
Bedford
Belmont
Beverly
Billerica
Boston
Boxford
Braintree
Brookline
Burlington
Cambridge
Canton
Carlisle

Chelmsford
Chelsea
Cohasset
Concord
Danvers
Dedham
Dover
Dracut
Essex
Everett
Framingham
Georgetown
Gloucester
Groveland
Hamilton
Haverhill

Hingham
Holbrook
Hull
Ipswich
Lawrence
Lexington
Lincoln
Lowell
Lynn
Lynnfield
Malden
Manchester-By-The-Sea
Marblehead
Medfield
Medford
Melrose

Merrimac
Methuen
Middleton
Millis
Milton
Nahant
Natick
Needham
Lynn
Newburyport
Newton
Norfolk
North Andover
North Reading
Norwood
Peabody

Quincy
Randolph
Reading
Revere
Rockport
Rowley
Salem
Salisbury
Saugus
Sherborn
Somerville
Stoneham
Sudbury
Swampscott
Tewksbury
Topsfield

Wakefield
Walpole
Waltham
Watertown
Wayland
Wellesley
Wenham
West Newbury
Weston
Westwood
Weymouth
Wilmington
Winchester
Winthrop
Woburn



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Toxics Use Reduction Planning & Reporting Program
BWP TU 01 – General Practice First Recertification Period
BWP TU 02 – Limited Practice First Recertification Period
BWP TU 03 – General Practice Second, Third, Etc. Recertification Period
BWP TU 04 – Limited Practice Second, Third, Etc. Recertification Period
Toxics Use Reduction Planner Recertification Application

Important:

When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



Instructions:

This application should be used by DEP-certified Toxics Use Reduction Planners, either Limited Practice or General Practice, who are seeking recertification as Planners. All applicants must read the Recertification Guidance Document before completing this application.

See transmittal form for mailing instructions.

A. Recertification Fee Information - First Recertification

1. You are applying for your FIRST recertification as a (please check one):
- ☐ General Practice Planner (The recertification fee is \$500.00. On the transmittal form, enter "BWP-TU 01" as the permit code and "General Practice" as the permit name.)
- ☐ Limited Practice Planner (The recertification fee is \$100.00. On the transmittal form, enter BWP-TU 02" as the permit code and "Limited Practice" as the permit name.)

B. Recertification Fee Information - Second, Third, Etc. Recertification

1. You are applying for recertification beyond your first recertification period as a (please check one):
- ☐ General Practice Planner (The recertification fee is \$250.00. On the transmittal form, enter "BWP-TU 03" as the permit code and "General Practice" as the permit name.)
- ☐ Limited Practice Planner (The recertification fee is \$75.00. On the transmittal form, enter "BWP-TU 04" as the permit code and "Limited Practice" as the permit name.)

C. Applicant Information

1. Name:

Last Name

First Name

Middle Initial

2. Employer's Name/Location:

Name

Address

City/Town

Zip Code

3. Telephone:

Home

Work

Fax

4. Date on which you were certified (or recertified) as a planner:

Date

Please attach planner certification letter - or recertification letter - to this application.



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BWP TU 01 – General Practice First Recertification Period

BWP TU 02 – Limited Practice First Recertification Period

BWP TU 03 – General Practice Second, Third, Etc. Recertification Period

BWP TU 04 – Limited Practice Second, Third, Etc. Recertification Period

Toxics Use Reduction Planner Recertification Application

D. Certification

"I swear that, to the best of my knowledge, all the claims presented in this application are true in substance and effect."

Signature of Applicant

Date

E. Recertification Credit Requirement

In order to be recertified by the Department, a Planner must, during his/her Certification Period or Recertification Period, complete the appropriate number of recertification credits, as defined in the Instructions and Supporting Materials.

In the spaces provided, please provide the Department with the title of the recertification activity attended, the date(s) attended, the hours in attendance, a brief description of the activity you attended, and the number of recertification credits you are seeking from the Department for your attendance.

Please copy this section if more room for your recertification activities is needed. Note: The summation of recertification activities listed in this section must equal the number of credits required for your particular recertification (this will depend upon whether it is your first, second, third, etc. recertification) as defined in the Instructions and Supporting Materials.

1.	_____ Title	_____ Date(s)
	_____ Hours	_____ Credits Requested
	_____ Description	
2.	_____ Title	_____ Date(s)
	_____ Hours	_____ Credits Requested
	_____ Description	
3.	_____ Title	_____ Date(s)
	_____ Hours	_____ Credits Requested
	_____ Description	
4.	_____ Title	_____ Date(s)
	_____ Hours	_____ Credits Requested
	_____ Description	



Massachusetts Department of Environmental Protection

Bureau of Waste Prevention – Toxics Use Reduction Planning & Reporting Program

BWP TU 01 – General Practice First Recertification Period

BWP TU 02 – Limited Practice First Recertification Period

BWP TU 03 – General Practice Second, Third, Etc. Recertification Period

BWP TU 04 – Limited Practice Second, Third, Etc. Recertification Period

Toxics Use Reduction Planner Recertification Application

F. Supporting Documentation

Your recertification credit request above **MUST** be supported by documentation, which should be attached to this application. Such documentation should be attached in the order the activity is listed in Section E above and should describe the courses or events listed above and the hours in attendance, e.g., a course syllabus or event itinerary and a copy of the sign-up sheet or certificate of completion.

If one or more pieces of documentation is unavailable, please state the reason(s) why it is absent and what it would have provided the Department, e.g., if a course syllabus and sign-up sheet cannot be produced, please state in writing what the material would have provided to the Department if it was attached to this application.

G. Recertification Activities Pre-approval Credit

Any applicant may receive a prior written recertification credit determination by the Department for any course, seminar, etc. by completing the attached TUR Planner Activity Pre-approval Credit Form and submitting it (faxing is preferred) to the address shown on the form.

H. Recertification Determination

Upon receipt of the appropriate fee, and review of this application, the Department will issue you a letter of recertification for a period of two (2) years, or a letter of denial stating the reason(s) for such denial.



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Recertification-Credit Application

TUR Planner Activity Pre-approval Credit Form

Instructions:

This form should be completed by any applicant seeking prior approval (i.e., prior to submitting a completed TUR Planner Recertification Application) and credit determination for any recertification activity the applicant has taken, or plans to take, for recertification credit.

A separate form and supporting documentation should be submitted for each activity.

This information may be submitted to:

Department of Environmental Protection,
Toxics Use Reduction Planner Certification Program,
One Winter Street, Boston, MA 02108

Or fax to the Department at 617-292- 5858, in which case this form will be faxed back to the applicant after Departmental review and credit determination. Once the form and supporting documentation are received by the Department, a decision regarding approval and credit determination will be made, and the applicant notified.

A. Applicant Information

1. Name:

Last Name

First Name

Middle initial

2. Address:

Street Address or Box Number

City

State

Zip Code

3. Telephone:

Home Telephone Number

Work Telephone Number

Fax

B. Documentation

For a course, seminar, etc. already attended or planned, for which a credit determination is requested, please attach documentation to this form which will provide the Department with a description of the activity, verification of attendance (for activity attended), and the hours the applicant spent or plans to spend in attendance at the activity. In addition, please provide the following information:

Activity Name and Sponsor

Hours in Attendance (or planned)

Date(s) of Activity

Credits Requested

Category (see instructions): ☐ TUR activities

☐ laws and regulations (4 credit limit)

☐ professional activities (4 credit limit)

Description

C. Final Approval for Planned Activities

Any credit determination made by the Department as a response to this form for activity(ies) NOT YET ATTENDED BY THE APPLICANT is subject to verification of hours in attendance, which must be provided either prior to, or with, the applicant's Toxics Use Reduction Planner Recertification Application.

DEP USE ONLY - DEPARTMENT PREAPPROVAL/CREDIT DETERMINATION

The recertification activity described in section B of this form has been:

_ APPROVED for _____ credits toward Planner recertification. _ DISAPPROVED for recertification credit.

Comments, Date, Signature: